

October 15, 2008

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on September 24, 2008, and recommends the following motions:

1. Review minutes of:
 - a. Human Services Board (8/21/08).
 - b. Children with Disabilities Education Board (8/19/08).
 - c. Homeless Issues & Affordable Housing Sub Committee (8/19/08).
 - d. Community Options Program Planning Committee (8/25/08).
 - e. Aging & Disability Resource Center (8/28/08).
 - f. Community Options Program Appeals Cmte (9/8/08).

Receive & place on file items a-g.
- #1g. Aging & Disability Resource Center - Resolution re: Supporting the Aging & Disability Resource Center of Brown County to Contract with the State of Wisconsin to Provide Resource Center Activities for Seniors and Adults with Disabilities. Committee acknowledged receipt of material related to new or deleted positions for the Aging & Disability Resource Center and the Human Services Department as part of the budget process and forward to the Executive Committee and County Board. See Resolutions, Ordinances October County Board.
2. Resolution re: Supporting the Aging & Disability Resource Center of Brown County to contract with the State of Wisconsin to provide Resource Center Activities for Seniors and Adults with Disabilities. Committee approved. See Resolutions, Ordinances October County Board.
3. Aging & Disability Resource Center - Bid Tabulation Record (see attached) for Asphalt Replacement/Repairs at Aging & Disability Center Parking Lots (Project #1330). Approve the bid of Northeast Asphalt replacement repairs at the Aging & Disability Center parking lots in Spring 2009.
4. Aging & Disability Resource Center - Budget Status Financial Report for August 31, 2008. Receive & place on file.
5. Aging & Disability Resource Center - Director's report. Receive & place on file.
6. Human Services Dept. - Quality Assurance Update. Receive & place on file.
7. Human Services Dept. - Mental Health Center Statistics (August 2008). Receive & place on file.

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8. Human Services Dept. - Bellin Psychiatric Monthly Report (July 2008). Receive & place on file.
9. Human Services Dept. - Approval for New Non-Continuous Vendor. Approve.
10. Human Services Dept. - Approval of New Contract Vendors. Approve.
11. Human Services Dept. - Monthly Contract Update. Receive & place on file.
12. Human Services Dept. - Talking Points for Family Care. Approve the draft language for Family Care.
13. Human Services Dept. - Drug Court Material. Receive & place on file.
14. Human Services Dept. - WCHSA Minutes. Receive & place on file.
15. Human Services Dept. - Budget Status Financial Report for Community Programs. Receive & place on file.
16. Human Services Dept. - Budget Status Financial Report for Mental Health Center (July 2008). Receive & place on file.
17. Human Services Dept. - Director's report. Receive & place on file.
- #17a Health Dept. - Communication from Supervisor Andy Nicholson re: Review the Brown County Odor Ordinance. (Referred from September County Board.) Hold for one month.
18. Health Dept. Budget Status Financial Report for July 31 & August 31, 2008 and Veterans Dept – Budget Status Financial Report for July 2008. Receive & place on file.
19. Audit of bills. Approve.

Approved by:

COUNTY EXECUTIVE

Date

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PROJECT: ASPHALT REPLACEMENT/REPAIRS AT AGING & DISABILITY CENTER PARKING LOTS

PROJECT # 1330

DATE DUE : 9/10/08 AT 11:00 A.M.

DATE OPENED: 9/10/08 AT 11:00 A.M.
DATE: 9/10/08 AT 11:00 A.M.

[illegible]

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE



Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, September 24, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jesse Brunette, Pat Evans, Steve Fewell, Julie Knier, Rich Langan, Pat LaViolette, Tom Lund

Also Present: Tom Hinz, Jayme Sellen, Jeff Oudeans, Sunny Archambault, Diane Pivonka, Tom Eggebrecht, Mark Quam, Karen Recka

I. Call Meeting to Order:

The meeting was called to order by Chairman Pat Evans at 6:02 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Fewell and seconded by Supervisor Lund to approve. **MOTION APPROVED UNANIMOUSLY**

III. Approve/Modify Minutes of August 27, 2008:

Motion made by Supervisor Lund and seconded by Supervisor Fewell to approve. **MOTION APPROVED UNANIMOUSLY**

Comments from Public/Such Other Matters as Authorized by Law:

Report from Human Services Chair, Patrick Evans:

Chair Evans reported that he and Administration recently met with Boldt Construction and Harty Elwing, indicating that the MHC project will be within budget and on time. A meeting will be held within the three weeks to discuss naming of the new Center.

Motion made by Supervisor Lund and seconded by Supervisor LaViolette to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

1. Review Minutes of:

- a. Human Services Board (8/21/08)
- d. Children with Disabilities Education Board (8/19/08)
- c. Homeless Issues & Affordable Housing Sub Committee (8/19/08)
- d. Community Options Program Planning Committee (8/25/08)
- e. Aging & Disability Resource Center (8/28/08)
- f. Community Options program Appeals Cmte (9/8/08)

Motion made by Supervisor Lund and seconded by Supervisor Fewell to receive and place on file 1a to 1g. **MOTION APPROVED UNANIMOUSLY**

Additions/Deletions for Positions in Departments:

- 1g. **Resolution re: Approving New or Deleted Positions during the 2009 Budget Process. (For Aging & Disability Resource Center & Human Services Department)**

As approval of new or deleted positions will be part of the 2009 budget process, it was suggested by Chair Evans that the committee acknowledge the changes in the resolution and forward to the Executive Committee and County Board.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to acknowledge receipt of material related to new or deleted positions for the Aging & Disability Resource Center and the Human Services Department as part of the budget process and forward to the Executive Committee and County Board. MOTION APPROVED UNANIMOUSLY

Aging & Disability Resource Center:

2. **Resolution re: Supporting the Aging & Disability Resource Center of Brown County to contract with the State of Wisconsin to provide Resource Center Activities for Seniors and Adults with Disabilities:**

Motion made by Supervisor Lund and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY

3. **Bid Tabulation Record for Asphalt Replacement/Repairs at Aging & Disability Center Parking Lots (Project #1330):**

Jeff Oudeans stated that the department recommendation is to approve the bid of Northeast Asphalt for asphalt replacement repairs at the two Aging & Disability Center parking lots in the Spring of 2009.

Motion made by Supervisor Lund and seconded by Supervisor Fewell to approve the bid of Northeast Asphalt for asphalt replacement repairs at the Aging & Disability Center parking lots in Spring 2009. MOTION APPROVED UNANIMOUSLY

4. **Budget Status Financial Report for August 31, 2008:**
Ms. Archambault reported that the budget is within target.

Motion made by Supervisor LaViolette and seconded by Supervisor Fewell to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. **Director's Report:**

When asked about the Meals on Wheels Program, Ms. Archambault reported that the program is running slightly over budget. There is a short waiting list at this time.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Services Department:

6. Quality Assurance Update:

Karen Recka was present to give an update on changes to the Quality Assurance Program. She stated that the intent is to provide case management staff with quality measures and data they can use when making decisions on services with clients. Forms that are being drafted for use include contract information, emergency plans, negative events, consumer feedback survey, etc.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. Mental Health Center Statistics (August 2008):

Motion made by Supervisor LaViolette and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. Bellin Psychiatric Monthly Report (July 2008):

Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions, nor were any admissions refused.

Motion made by Supervisor Lund and seconded by Supervisor Langan to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. Approval of New Non-Continuous Vendor:

Motion made by Supervisor Fewell and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY

10. Approval of New Contract Vendors:

Motion made by Supervisor LaViolette and seconded by Supervisor Knier to approve. MOTION APPROVED UNANIMOUSLY

11. Monthly Contract Update:

Motion made by Supervisor Lund and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. Talking Points for Family Care:

A draft of talking points for development of a Family Care District serving the counties of Brown, Kewaunee, and Oconto was included in file material and were addressed by Mark Quam. Supervisors Langan and Knier are serving on the committee to address this issue, along with County Executive Hinz, and Mr. Quam. If points are approved by this committee, they will be presented to the other two counties. The model will then be sent to the State in mid 2009 for final approval by year end.

Motion made by Supervisor Lund and seconded by Supervisor Langan to approve the draft language for Family Care. MOTION APPROVED UNANIMOUSLY

13. **Drug Court Material:**

Chairman Evans indicated that the budget for a drug court will come under the Human Services budget. Executive Hinz pointed out that development of a Drug Court has been discussed for the past ten years. The pieces are now in place so that there can be intervention at the local level and in his opinion, could have an impact on the community for years to come as it will effect jail population and crime rate. It was agreed to invite Judge Don Zuldmulder to the next meeting to discuss this issue further as it will be in the budget for consideration.

Motion made by Supervisor LaViolette and seconded by Supervisor Fewell to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. **WCHSA Minutes:**

Motion made by Supervisor LaViolette and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

15. **Budget Status Financial Report for Community Program:**

Mr. Quam pointed out that all expense categories have a savings. The holding account expenses will be distributed to the appropriate line item. Revenue does not get recorded in the month earned, but lags 1 to 2 months behind.

Motion made by Supervisor Knier and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

16. **Budget Status Financial Report for Mental Health Center (July 2008):**

Included in packet material was a projection for July and 2008 year end. The assumptions made in preparing the projection are that census, charges, collection rate, and spending will be fairly consistent with the first seven months of the year. The projection based on current activity reflects a loss of about \$389,000; the budget is based on a loss of \$243,225 due to unfunded depreciation expense. Expenses are predicted to come in at approximately \$797,000 over budget. Based on the first seven months, the projected revenues will be approximately \$651,000 over budget.

Chairman Evans pointed out that in the last budget year, \$180,000 was taken from the Mental Health Center budget for Teen Parenting.

Motion made by Supervisor Lund and seconded by Supervisor Knier to receive and place on file. MOTION APPROVED UNANIMOUSLY

17. **Director's Report:**

A summary of the department budget was distributed to members of the committee. At the October meeting, the total Human Services budget will be addressed. A request was made to forward this summary to County Board Chairman Zima, and Vice-Chair Scray.

Motion made by Supervisor Lund and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

Health Department:

- 17a. **Communication from Supervisor Andy Nicholson re: Review the Brown County Odor Ordinance. (Referred from September County Board):**

At the request of Supervisor Nicholson, this item was deferred for one month.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to hold for one month. MOTION APPROVED UNANIMOUSLY

Health Dept (Budget Status Financial Report for 7/31 & 8/31/08. No other agenda items
Veterans Dept. (Budget Status Financial Report for 7/31/08. No other agenda items
Syble Hopp School No agenda items.

Motion made by Supervisor Langan and seconded by Supervisor Brunette to receive and place on file budget reports for Health Dept. & Veterans Dept. MOTION APPROVED UNANIMOUSLY

Other:

18. **Audit of Bills:**

Motion made by Supervisor Langan and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY

Future Meetings:

October 22, 2008 – 5:00 p.m. – Aspiro (Regular and Budget)

November 25, 2008 – 6 p.m.

December 23, 2008 – 6 p.m.

Motion made by Supervisor Brunette and seconded by Supervisor Knier to adjourn at 6:45 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary